

Self Service Sign-in - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

A service of the Department of Administration

Self Service Center

Return to Employee Self Service Center

Welcome to State of Kansas Employee Self-Service

After signing in you can:

View	Update	Request
<ul style="list-style-type: none">• Personal Data• Benefits Confirmation Statement• Training Summary• Leave Balances• Paycheck Information• Total Compensation	<ul style="list-style-type: none">• Benefits Open Enrollment (during October)• General Profile Information• W-4 Information	<ul style="list-style-type: none">• W-2 Reissue

Problems signing in? Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).

Employee ID:

Enter your 11-character State of Kansas Employee ID number

Password:

[Sign In](#)

[Forgot Your Password?](#)

****Important information when using a shared or public computer****
To prevent others from viewing confidential information, close your browser after you sign out of Employee Self Service.

If you cannot sign in after two tries,

Click on "Forgot your password" before you get locked out.

Forgot My Password - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

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Return to Employee Self Service Sign In

Forgot My Password

Forgotten or expired password?

To get a new password, enter your 11 character State of Kansas Employee ID.

Employee ID:

[Continue](#)

Enter your Kansas Employee ID number.

The first letter of your employee ID must be "upper case" or "capitalized".

Then click on continue

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address Go Links

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Return to Employee Self Service Sign In

Forgot My Password

User Information
User ID: V0009999999

Please answer the following question and enter your birth date below for user validation.

Question: where do you work

Response:

Date of Birth: (format: MM/DD/YYYY)

Display New Password

Answer your secret question and enter your birth date.

Birth date must be in the proper format, example: 10/31/1960

Click on Display New Password when complete

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address Go Links

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Self Service Center

Return to Employee Self Service Sign In

Your new temporary password is koj2x354

Use this temporary password to enter the Employee Self Service Center. You will be directed to create a new password.

Click the OK button to return to the Self Service Center welcome page to sign in. (0,0)

OK **Cancel**

Write down the password Self Service is giving you. (All letters in the system-generated password are in lower case)

This is a temporary password. You will be prompted to change it to a password of your own choosing when you use it to sign in.

Click on OK

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address Go Links

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[Sign In](#) [Forgot Your Password?](#)

****Important information when using a shared or public computer****
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Enter your employee ID

Enter the password Self Service just gave you.

Click Sign In

New Password reasons - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Address Go Links

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You must assign a new password because of one of the following reasons:

- This is the first time you logged into Employee Self-Service.
- Your password is over 30 days old.
- You have used the "Forgot Password" process to create a new, temporary password.
- You have called the Help Desk to create a new, temporary password.

Click the link below to go to the general profile page where you can access the change your password feature.

[Click here to change your password.](#)

You will then be prompted to change your password.

Click on "Click here to change your password"

Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

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Self Service Center

Main Menu Sign Out

General Profile Information

ESS Test User 01

Password

[Change password](#)

[Change or set up secret question help](#)

Personalization

Changes to Personalization settings require you to log off and log back on in order to take effect.

My preferred language for reports and email is:

Currency Code:

Email

Verify that this email address is your valid email address.

You must click on the "Save" button at the bottom of this page to save any changes you have made, including password and secret question. Verify with your Agency if you are allowed to use a personal email address on state equipment.

E-mail Address:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

Click on "Change Password"

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File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address

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Self Service Center

Main Menu Sign Out

Change password

Passwords must be between 8 and 12 characters in length with at least 1 letter and at least 1 number.

*Current Password:

*New Password:

*Confirm Password:

Type in the password just given to you, exactly the way it was given, into the "Current Password" box.

Type in a new password of your choosing in the "New Password" box.
(Passwords must be between 8 –12 characters, with at least 1 letter and 1 number)

Type it again in the "Confirm Password" block.

Then click OK

Self Service User Profile - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Address Go Links

A service of the Department of Administration

Self Service Center

Main Menu Sign Out Saved

You will be taken back to this page.

General Profile Information

ESS Test User 01

Password

[Change password](#)
[Change or set up secret question help](#)

Personalization

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Verify that this email address is your valid email address.

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E-mail Address:

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

Microsoft Internet Explorer

Warning

Password saved! (21000,57)

You have successfully saved your password. Click OK to continue.

OK

javascript:submitAction_main3(document.main3,'PSUSRPRFL_WRK_OPERPSWDCONF');

Internet

Click on "Main Menu" to leave this page

Employee Self-Service Links - Microsoft Internet Explorer provided by The State of Kansas

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail Address Go Links

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Main Menu Sign Out

State of Kansas Employee Self-Service Main Menu

- [Benefits Open Enrollment](#)
During the month of October, update your benefit coverage.
- [Benefits Confirmation Statement](#)
View your benefits confirmation statement.
- [Update My Profile](#)
Change your email address or password.
- [View Personal Information](#)
View your name, address, phone number, marital status, birthdate, original hire date.
- [View Training Summary](#)
View your training history.
- [View Leave Balances](#) (Not available to Regent Employees)
View your leave balance of the most current paycheck.
- [View Paycheck](#) (Not available to Regent Employees)
View current paycheck and history information.
- [View Total Compensation Statement](#) (Not available to Regent Employees)
View your total compensation from the previous year.
- [Update W-4 Tax Information](#) (Not available to Regent Employees)
Change your W-4 tax information.
- [Request W-2 Reissue](#)
Request a duplicate W-2.

You will then be taken to the Self Service page where you can check the information you want.

CONGRATULATIONS!

Done Internet